

# ROOM BOOKINGS GUIDE

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## General Information

The Room Booking system is open to all Capilano University employees, and can be accessed on or off campus at <https://roombookings.capilanou.ca/portal/>

The Room Booking system cannot be used to request changes to timetabled courses or final exams.

## Space Information

Space Type	Description	Who	View	Book
Bookable space	Shared classrooms, hybrid classrooms and computer labs as well as the BR126, LB321 & LB322 meeting rooms	Employees	Yes	Yes
Dedicated space	Non-shared space such as Arts & Science Labs, Health Labs, Film Labs, LB119 classroom, etc	Employees	Yes	No

**Bookable spaces** are **shared** classrooms, hybrid classrooms and computer labs at the Main Campus and Lonsdale, as well as BR126, LB321 & LB322 meeting rooms at the Main Campus. You can **view** scheduled activities as well as **request to book** these rooms.

**Dedicated spaces** are non-shared (Arts & Science Labs, Health Labs, Film Labs, etc.) as well as rooms on the Sunshine Coast campus. You can **only view** activities in these rooms. To book these please contact the appropriate department or campus.

**Other space:** See the [Room Booking & Facilities Rental](#) page for information about making other types of requests.

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## Room Bookings for Employees

### Making a Booking

#### ▼ Requests

Find a Room

If you know the date and time you would like to book, use this option to find available rooms.

Book a Specific Room

If you know the room you would like to book, use this option to find dates and times when it is available.

Divisional Admin Requests

For Divisional Supervisors or Divisional/Department Assistants to request their own dedicated spaces. This option does not require a room search; enter the room number into the event description.  
Contact Scheduling directly for assistance with this type of request.

#### Find a Room

Used to locate an available room when the desired date(s) and time of the booking are known.

## Find a Room

### Request Criteria

Request Type:

Location:

Select campus and/or building. The default will search all buildings on the main campus.

☐ Use additional criteria

*Check this box to add additional search criteria.*

### Availability

Duration:

Between:

and

☐ Recurring Reservation *Check this box to make a recurring booking.*

**VERIFY CALENDAR**

*Click Verify Calendar to continue.*

Enter the duration of the event as well as the time range. If looking for one specific start and end date rather than a block of time within a range, be sure to set the duration to equal the amount of time between start and end.

Click **VERIFY CALENDAR**.

### Availability Calendar

Click on a date to view availability

August 2022							September 2022							October 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					



Unavailable



Available



Today



Selected

Click on the desired date. A list of available rooms will be generated. Click on the room number to select the room for the booking.

Room Bookings Help

[roombookings@capilano.ca](mailto:roombookings@capilano.ca)

Available Rooms Requiring Approval

































































9:00 AM (37 rooms)

9:30 AM (36 rooms)

Click on a row to select a room

1 / 2

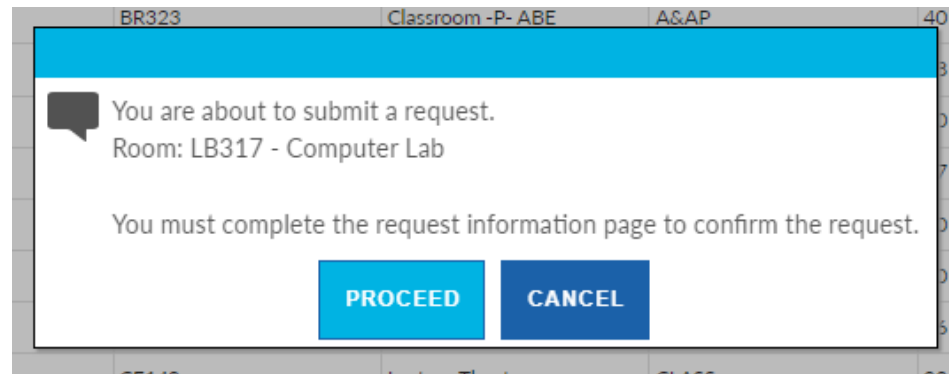
Show: 30 Search:

Campus	Building	Room	Room Description	Room Type	Capacity	Detail	Calendar
NV	LB	LB216	Classroom -P- HIST	CLASS	40	<a href="#">Detail</a>	   
NV	CE	CE140	ECCE Classroom - P-	CLASS	44	<a href="#">Detail</a>	   
NV	BR	BR323	Classroom -P- ABE	A&AP	40	<a href="#">Detail</a>	   
NV	CE	CE221	Classroom -P-	CLASS	38	<a href="#">Detail</a>	   
NV	CE	CE136	Classroom -P-	CLASS	40	<a href="#">Detail</a>	   
NV	CE	CE237	Hybrid Classroom	HYBR	37	<a href="#">Detail</a>	   
NV	CE	CE222	Classroom -P- TREC	CLASS	40	<a href="#">Detail</a>	   
NV	DW	DW115	HKIN Classroom -P-	CLASS	40	<a href="#">Detail</a>	   
NV	LB	LB319	Classroom	CLASS	36	<a href="#">Detail</a>	   
NV	CE	CE148	Lecture Theatre	CLASS	92	<a href="#">Detail</a>	   
NV	CE	CE225	Classroom	CLASS	36	<a href="#">Detail</a>	   
NV	LB	LB317	Computer Lab	CMPL	36	<a href="#">Detail</a>	   
NV	AR	AR315	PHYS Classroom -P-	CLASS	44	<a href="#">Detail</a>	   
NV	CE	CE233	APSC Classroom-P	CLASS	40	<a href="#">Detail</a>	   
NV	BR	BR166	Classroom	CLASS	40	<a href="#">Detail</a>	   
NV	BR	BR289	Language Resource	CMPL	17	<a href="#">Detail</a>	   

Click on *Detail* to view the image and characteristics of the room. Use the back button of the web browser to return to the search.

A pop-up will appear confirming the room choice.

Click **PROCEED** to move to the **Request Confirmation** page.



## Book a Specific Room

Used to determine availability of a specific room.

### Book a Specific Room

#### Request Criteria


Request Type: Bookable space ▼

Location: •NV - North Vancouver ▼

☐ Use additional criteria *Check this box to add additional search criteria.*













































Select campus and/or building. The default will search all buildings on the main campus.

#### Rooms: Bookable space

 Click on a row to select a room

◀ ◁ 1 / 2 ▷ ▶

Show: 30 ▼ Search:

Campus	Building	Room	Room Description	Room Type	Capacity	Detail	Calendar
NV	AR	AR304	Classroom	CLASS	38	<a href="#">Detail</a>	   
NV	AR	AR315	PHYS Classroom -P-	CLASS	44	<a href="#">Detail</a>	   
NV	BR	BR126	Centre for Community Engagement	MTG	40	<a href="#">Detail</a>	   
NV	BR	BR161	MATH/STATS Classroom -P-	CLASS	40	<a href="#">Detail</a>	   
NV	BR	BR162	Classroom	CLASS	40	<a href="#">Detail</a>	   
NV	BR	BR166	Classroom	CLASS	40	<a href="#">Detail</a>	   
NV	BR	BR203	Classroom	CLASS	40	<a href="#">Detail</a>	   
NV	BR	BR205	MATH/STATS Classroom -P-	CLASS	50	<a href="#">Detail</a>	   
NV	BR	BR247	CHEM Classroom -P-	CLASS	48	<a href="#">Detail</a>	   
NV	BR	BR263	Classroom-Video Conferencing Enabled	CLASS	42	<a href="#">Detail</a>	   
NV	BR	BR265	Classroom	CLASS	46	<a href="#">Detail</a>	   

Click on Detail to view the image and characteristics of the room. Use the back button of the web browser to return to the search.

Room Bookings Help

[roombookings@capilano.ca](mailto:roombookings@capilano.ca)

☰ Availability: CE223 - Computer Lab -P-

Duration:  
 ▾

Between:  
 ▾ and  ▾

☒ Recurring Reservation Check this box to make a recurring booking.

**VERIFY CALENDAR**

Find and click on the desired room in the list to select it.  
 Enter the duration and time or time range. Add recurrence if desired.

Click **VERIFY CALENDAR** to continue.

☰ Availability Calendar: CE223 - Computer Lab -P-

💡 Click on a date to view availability

August 2022							September 2022							October 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

☐ Unavailable
 ☐ Available
 ☒ Today
 ☒ Selected

A calendar will be generated indicating which dates have availability. Use the black arrows to view the next or previous month.

Click on a date to generate a list of available rooms.



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☰ Room Availability: CE223 - Computer Lab -P-

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Start Time

9:00 AM	Room is occupied.
9:30 AM	Room is occupied.
10:00 AM	Room is occupied.
10:30 AM	<b>REQUEST</b>
11:00 AM	<b>REQUEST</b>
11:30 AM	<b>REQUEST</b>
12:00 PM	<b>REQUEST</b>
12:30 PM	<b>REQUEST</b>

Choose the desired start time and click **REQUEST**. This will associate the room and time with the booking and move on to the **Request Confirmation** page.

## Request Confirmation

The request confirmation is the final step of submitting a room booking, for both the **Find a Room** or **Book a Specific Room** search options. This page provides a summary of the booking date(s) and time, and is where descriptive information can be entered.

### Request Confirmation

**Request Information**

Request Type: Bookable space  
Number of Attendees:

**Time Information**  
Date: 2022/08/11   Start Time: 9:30 AM   End Time: 10:30 AM   Duration: 01:00

**Location Information**  
Campus: NV   Building: LB   Room: LB317 ([Details](#))   Room Type: CMPL  
Room Configuration: Default

**Other Information**  
Event Description:   
*\* Minimum length not met (Need 3 more characters).*  
Is this an event for an academic course or for a department/unit?  *\* Required*  
Is room setup required?  
☐ If yes, submit a [Room Setup Request](#). (Link opens in new tab, access to Frontlines required.)  
Your request will be submitted to:  
Room Bookings

**SUBMIT**

Enter the number of attendees. This field is optional, but in the event that your event needs to be changed this information can help Scheduling find you a room.

Review both the time and location information to ensure that it is correct.

Enter the event description. Keep in mind that this will be viewable to other users.

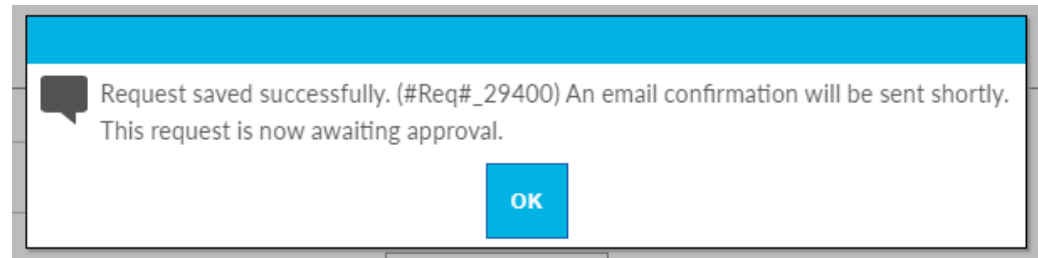
Choose whether the event is for a course or for a department/unit. Fill in the text box below with either the full course number or department, as applicable.  
Click on **SUBMIT** to confirm the booking.

Room Setup requests should be submitted separately, using the link provided.

After the request has been submitted, a confirmation e-mail will be sent to confirming that the request has been received. Another notification will be sent to you when it is approved or if any changes are made.

A pop-up will appear confirming the booking and a booking request number will be generated.

Click **OK** to finish.



## Recurring Reservation

This option is available when making a booking from either the **Find a Room** or **Book a Specific Room** options.

Check the *Recurring Reservation* box for events that will occur on more than one date.

It is possible to schedule occurrences daily, weekly, monthly, and yearly, provided that bookings for the room you are looking for are permitted that far in advance.

Set the start date and specify either an end date or a number of total occurrences.

Click **SHOW OCCURRENCES** to view each specific date. From here, each occurrence can be moved to a new date (without changing the time) or cancelled to skip select dates.

☒ **Recurring Reservation**

☐ *Daily*  
☒ *Weekly*  
☐ *Monthly*  
☐ *Yearly*

Recur every  week(s) on  
☐ Sunday ☐ Monday ☐ Tuesday  
☐ Wednesday ☒ Thursday ☐ Friday  
☐ Saturday

Start Date:

☐ End after  occurrence(s)  
☒ End by

HIDE OCCURRENCES

Date	DoW	Occurrence Status	
2022/08/11	Thursday	<div>Modified</div>	New Date: <input type="text" value="2022/08/11"/> Thursday
2022/08/18	Thursday	<div>Selected</div>	
2022/08/25	Thursday	<div>Selected</div>	

VERIFY AVAILABILITY

## Additional Criteria

This option is available when making a booking from either the **Find a Room** or **Book a Specific Room** options.

Check the *Use additional criteria* box to add requirements to your search. This will allow users to search for rooms with a specific minimum capacity, in particular locations (both campuses and buildings), and for certain attributes or equipment such as computers, windows, whiteboards, etc.

Request Criteria

Request Type:

Bookable space

Location:

•NV - North Vancouver

☒ Use additional criteria

Room Types:

☐ MTG - Meeting Rooms

Characteristics:

☐ STC - In-room storage  
☐ TBL - Tables  
☐ WHB - Whiteboard(s)  
☒ WND - Windows

Minimum Capacity:

0

## Viewing and Cancelling Bookings

Employees can review their bookings by clicking on **My Bookings**.

Click **CANCEL** to cancel a request. Requests cannot be modified, but may be cancelled and re-booked.




If a booking you expect to see is not showing up, try changing the filter.

☐ By occurrence

Filter: **Upcoming Bookings** ▼

Show: **30** ▼ Search:

1 / 1

Booking	Date	Time	Approved Room(s)	Requested Room	Event Description	
 Req#_L79533	Thursday, August 11, 2022	2:30 PM - 3:00 PM	LB123 - Library Group Collaboration Room	LB123 - Library Group Collaboration Room	Event Description Group Assignment - BADM 101	<b>CANCEL</b>
 Req#_29400	Tuesday, September 06, 2022	10:30 AM - 11:00 AM		CE223 - Computer Lab -P-	Event Description: Midterm - BADM 101-01. Is this an event for an academic course or for a department/unit? Academic Course Enter course subject, number and section: (eg. ENGL 100-12) BADM101-01	<b>CANCEL</b>
 Req#_28580	Wednesday, September 14, 2022	11:00 AM - 1:00 PM		LB322 - Meeting Room	Event Description: test Is this an event for an academic course or for a department/unit? Department/Unit Enter the department or unit associated with this event: (eg. Presidents Office, School of Humanities) Scheduling	

3 records